

# Wisconsin Department of Regulation & Licensing

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

### PROFESSIONAL ENGINEERS SECTION

#### INSTRUCTION PACKET FOR PROFESSIONAL ENGINEER CREDENTIAL

Enclosed are the forms for applying for registration and a copy of the Wisconsin Statutes and Administrative Code relating to a Professional Engineer registration. **This is not the appropriate application if you want to apply for the engineering examination. To obtain the exam application contact CPS Human Resource Services by calling (916) 263-3644 or download the application online at [www.cps.ca.gov](http://www.cps.ca.gov).**

**FILING AN APPLICATION** - All applicants for credential (licensure) as a Professional Engineer must complete an "Application for Professional Engineer Credential" (Form #1736). Please type or print all information when completing the application.

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the Department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

**FEES** - Please include a check or money order made payable to the Department of Regulation and Licensing for the fee under which you are qualifying for credential.

Applicants applying under secs. 443.04(1)(a)(b) or (c), Stats., and who have not previously submitted the "Eligibility Application for the Principles and Practice Examination" (Form #1999), please submit a \$53.00 initial credential fee.

Applicants applying under secs. 443.04(1)(d), Stats., submit a \$53.00 initial credential fee.

Applicants applying under the comity provision submit a \$58.00 initial credential fee.

**NOTE:** New candidates who sat for the principals and practice of engineering examination in April 1997 or later have already submitted the credential fee. DO NOT SUBMIT THE FEE AGAIN.

#### **IMPORTANT NOTICE**

**FOR APPLICANTS WHO HAVE PREVIOUSLY SUBMITTED AN ELIGIBILITY APPLICATION  
FOR PRINCIPLES & PRACTICE OF ENGINEERING EXAMINATION (Form #1999)**

**AND HAVE ALSO PASSED THE EIT(FE) EXAM**

**If you prequalified for the Principles & Practice of Engineering Examination in October 1993 or later, and have also passed the EIT(FE) exam submit the following:**

- 1. The Application Packet Addendum (Form #2727).**

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## **FOR APPLICANTS HOLDING AN UNEXPIRED REGISTRATION FROM ANOTHER STATE (COMITY)**

1. **Certificate of Registration:** An applicant may apply for registration if he or she holds an unexpired registration in another state in which registration requirements are not lower than those in Wisconsin. The applicant must have passed the NCEES principles and practice examination and have 8 years of engineering experience (education included). Applicants may apply using NCEES Council Record or by direct application.
2. **If applying by NCEES Council Record:** Request NCEES to forward your Council Record to the department. Complete the Application for Professional Engineer Credential (form #1736) and submit it with the application fee to the department. Indicate on the application that you are requesting NCEES to forward your Council Record to the department.
3. **If applying by direct application:** Complete the Application for Professional Engineer Credential (form #1736), Verification of Examination or Licensure (form #475) from each state you hold a current license; five Professional Engineer Applicant Appraisal Forms (form #470) from five registered (licensed) professional engineers and the application fee. Family members can act as supplemental references in support of an application but not as one of the five required responses. Applicants applying by comity **do not** need to submit official transcripts.
4. **Temporary permit:** A temporary permit is available to all applicants under the comity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for credential. An applicant desiring a permit must include a letter specifically requesting the permit which includes a description of the project (location, approximate size and cost), a copy of their registration card from the original state of registration and a \$58.00 temporary permit fee. The Application for Professional Engineer Credential (form #1736), credential fee and temporary permit fee must accompany the request for temporary permit. The temporary permit is optional and is not a requirement for licensure.

**DIRECT APPLICATION** – Submit all of the following along with the application for Professional Engineer Credential (Form #1736) and the fee:

**EDUCATION** - Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you so you can submit the transcript with your application. Unofficial copies of transcripts are not acceptable. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Applicants applying by comity **do not** need to submit official transcripts.

The Professional Engineers Section grants an experience equivalent for education. A Bachelor of Science degree in engineering accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET) is equivalent to 4 years of experience. A Bachelor of Science degree in engineering technology accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) is equivalent to 3 years of experience.

If you need a list of approved schools, or want to verify if the school you attended is approved, please contact the Board office at (608) 266-2112.

If the degree is from an international educational institution, **you must provide** an official detailed evaluation by the Engineering Credential Evaluation International (ECEI). Telephone: (410) 843-7171 or access their website at: [www.ecei.org](http://www.ecei.org). Education will not be evaluated without the official detailed evaluation from ECEI.

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**VERIFICATION OF EXAMINATION SCORES** - If you completed the fundamentals of engineering (FE) or the principals and practice of engineering (PE) examinations in another state, you must contact the registration agency in that state and request that they provide official verification of the scores directly to this office. A Verification of Examination or Registration (Form #475) can be used for your convenience. We suggest that you furnish a pre-addressed stamped envelope for their convenience.

**EXPERIENCE RECORD** - When completing the "Experience Record" (form #463), include as many applicable experience requirements outlined in the Wisconsin Administrative Code as possible. Do not use abbreviations or acronyms. Include duties and degree of responsibilities for each engagement. You may provide a detailed resume, if available. Indicate when employment is full-time vs. part-time and specify the number of hours worked per week. Provide a complete chronological listing of your background beginning with education. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Information should be typed or printed. You may create your own document as long as it follows our format. Not more than one year of satisfactory credit may be granted for any calendar year.

Experience gained in a cooperative educational program must be listed as a separate engagement and must be indicated as co-op experience. To obtain cooperative work experience credit, the cooperative educational program must be documented on the official transcript.

The beginning and ending month and year of employment must be shown for each engagement. The total amount of experience for each engagement should be listed in a decimal format using the following formula:

1 month = .08	7 months = .58
2 months = .16	8 months = .67
3 months = .25	9 months = .75
4 months = .33	10 months = .83
5 months = .42	11 months = .92
6 months = .5	12 months = 1 year

For example: 1 year and 5 months of experience would be listed as 1.42 years of experience.

**REFERENCES** - Provide replies from 5 references having personal knowledge of your experience using the enclosed "Professional Engineer Applicant Appraisal Form" (Form #470). Each reference should complete Form #470 and return it to you so you can submit all 5 references with your application. It is required that three references be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the five required responses.

**EXPERIENCE QUESTIONNAIRES** - Applicants for registration as a professional engineer under the provisions of secs. 443.04(1)(c) and (d), Stats., are required to complete and return an additional questionnaire (Form #930 if applying under (1)(d) or Form #1065 if applying under (1)(c). Applicants applying by comity do not complete either of these questionnaires.

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**REVIEW DATES** - Applicants who took the principles and practice of engineering exam prior to October 1993 and applicants applying by experience will be presented to the Professional Engineers Section for evaluation when all required documents are received. Pre-qualified applicants who took the principles and practice of engineering exam after October 1993 and comity applicants are not presented to the Professional Engineer Section. If your application must be reviewed by the Professional Engineer Section, the following dates apply:

<b><u>Review Dates</u></b>	<b><u>Deadline Date for Receipt of All Documents</u></b>
February 2, 2006	January 19, 2006
April 13, 2006	March 30, 2006
June 15, 2006	June 1, 2006
August 10, 2006	July 27, 2006
November 9, 2006	October 26, 2006

**These are tentative meeting dates and are subject to change.**

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, or [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us).